

~~CONFIDENTIAL~~

Report for Week Ending 20 June 1956
from
FORMS MANAGEMENT BRANCH

General Information

- 25X1A9a 1. Telephone Inquiries on Authorized Overseas Use of Standard Forms -
[REDACTED] Provided Supply Operations Branch, OL, with determinations
on the overseas use of 48 forms.
- 25X1A9a 2. Memoranda Written on Authorized Overseas Use of Stocked Forms -
[REDACTED] (a) Furnished, as a part of Mr. [REDACTED] project, addi- 25X1A9a
tional information to the Inspection and Catalog Branch, Supply Division,
Office of Logistics, on the overseas use of 158 forms; (b) Provided in-
formation to Office of Comptroller on 73 forms; (c) Provided information
to DD/P on 47 forms; (d) Provided information to the Chief, Depot Stock
Control Section, Supply Division, Office of Logistics, on their proposal
to ship 613 forms to Support Base, [REDACTED] Of these 25X1A6a
613 forms there were 161 duplications. No determination has been made at
present on 111 forms which remain unresolved; (e) Provided the Area Re-
cords Officer, Office of Security, with information pertaining to par.d.
above. ^{ITEM}
- 25X1A9a 3. Printing Services Requisition, Form No. 70 - [REDACTED] - 25X1A9a
Approval of final proof copy of this form has been accomplished by Messers
[REDACTED] of the Management Staff and Mr. [REDACTED] of the Printing 25X1A9a
Services Division of the Office of Logistics.
- Ab3b1 25X1A9a 4. [REDACTED] Briefs - [REDACTED] Brief format has been approved by Messers [REDACTED] 25X1A9a
b3b1 25X1A9a and [REDACTED] of [REDACTED] The use of short run systems mat agreeable to both
Ab3b1 [REDACTED] and PSD/OL. These mats will be bought on a test basis this week.
- 25X1A9a 5. WGIR - [REDACTED] of OCR was given a full briefing this
past Friday on the current status of a common Information Report format.
- 25X1A9a 6. Cable Secretariat Converting from Hectograph to Multilith - [REDACTED] 25X1A9a
The Director and Col. [REDACTED] have decided to convert cable reproduction
operation from the hectograph process to direct image offset. Three new
machines have been ordered. Cable and TD Report forms are being converted
from black hectograph to offset.

~~CONFIDENTIAL~~

PENDING ACTIONS SUMMARY

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>Stock</u>	<u>Total</u>
New	1	10	8		19
Revision	2	6	5		13
Reprint	1	1		7	9
Total	4	17	13	7	41

COMPLETED ACTIONS SUMMARY

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>Stock</u>	<u>Total</u>	<u>Number of Copies</u>
New			3		3	5,400
Revision				1	1	27,500
Cable Sec.					4	
Reprint		5	7	5	17	71,400
Total		5	10	6	25	104,300

25X1A9a